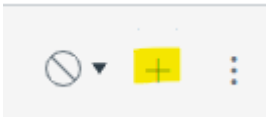
FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

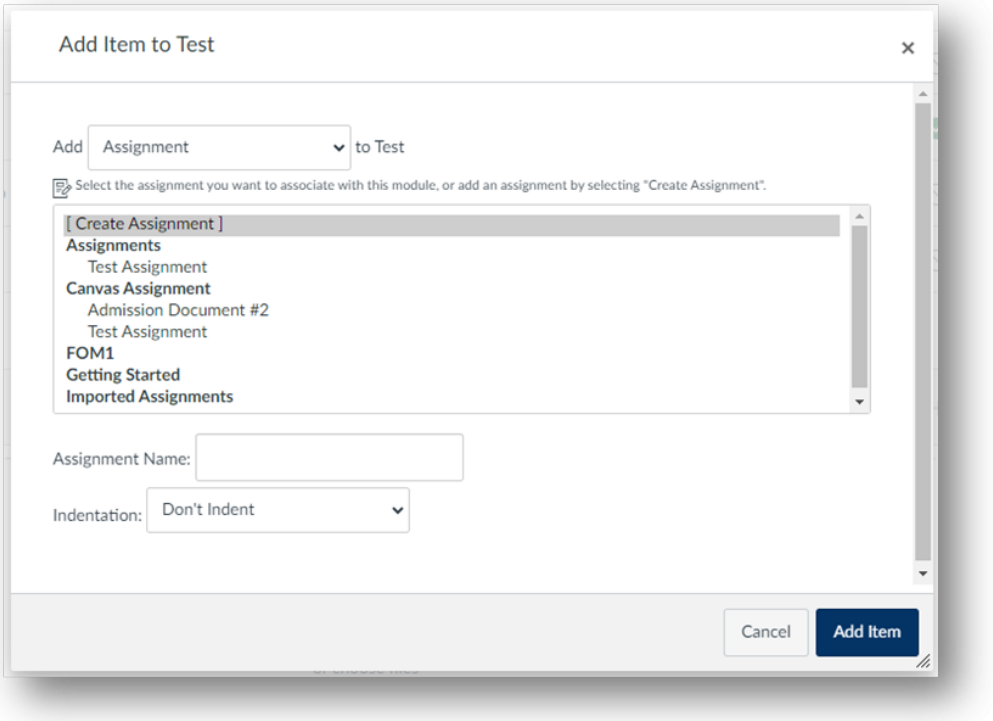
Canvas: Creating an Assignment

Samantha Starr - 2025-04-07 - OwlMed and Canvas

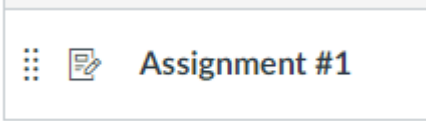
How to Create an Assignment in Canvas

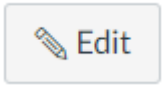
Option 1:

1. Locate **Module** you want to add an assignment and select the plus sign 
2. Select **[Create Assignment]** then **Assignment Name** and **Add Item**

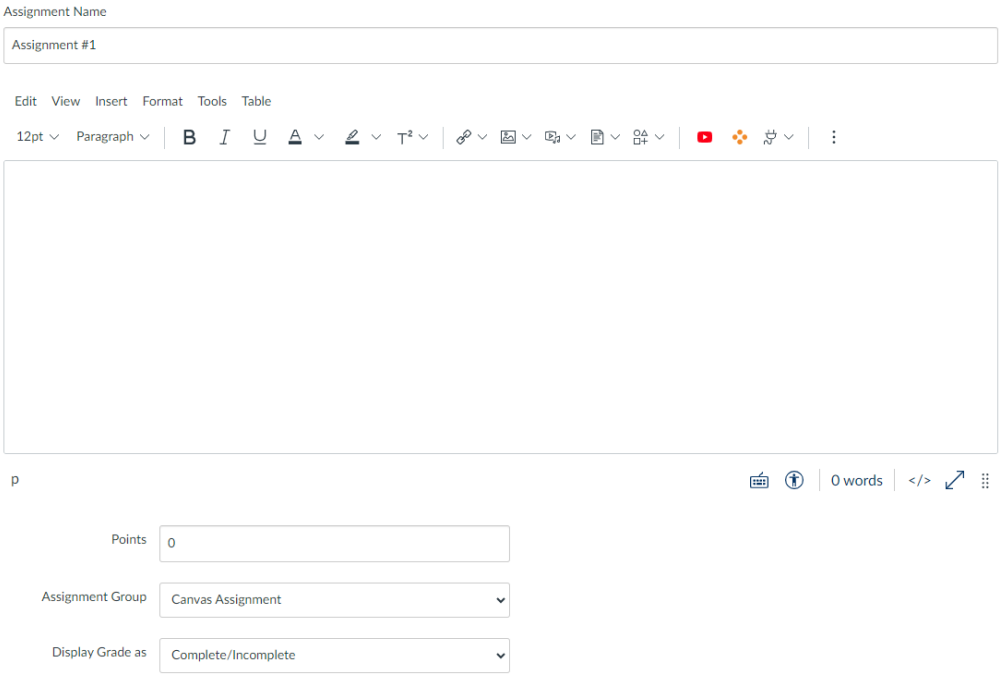


3. Select the newly created **Assignment**

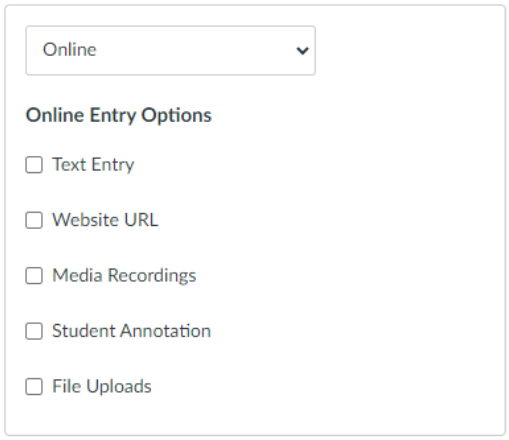


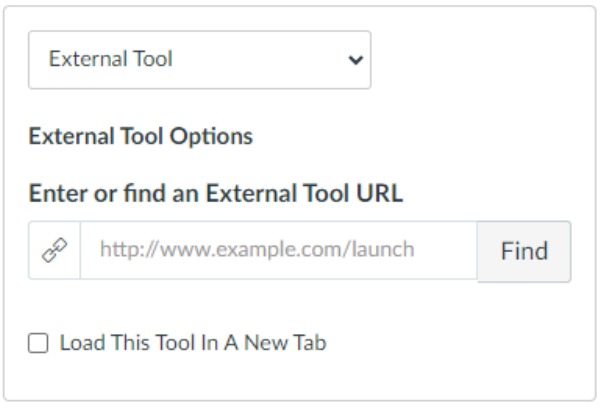


4. Select **Edit**
5. Add **Assignment Details**



6. Locate **Submission Type**
    1. Select **No Submission, Online, On Paper, or External Tool**



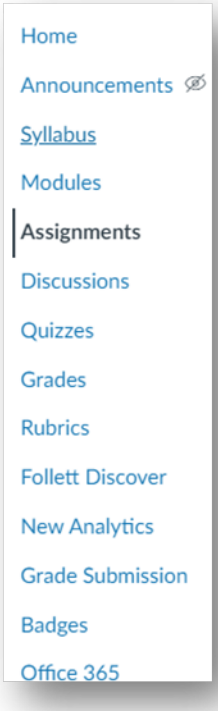


[**Tip:** Use External

Tool and select **Find** to search for and use turnitin to detect plagiarism, grammar, check, and access to grading tools]

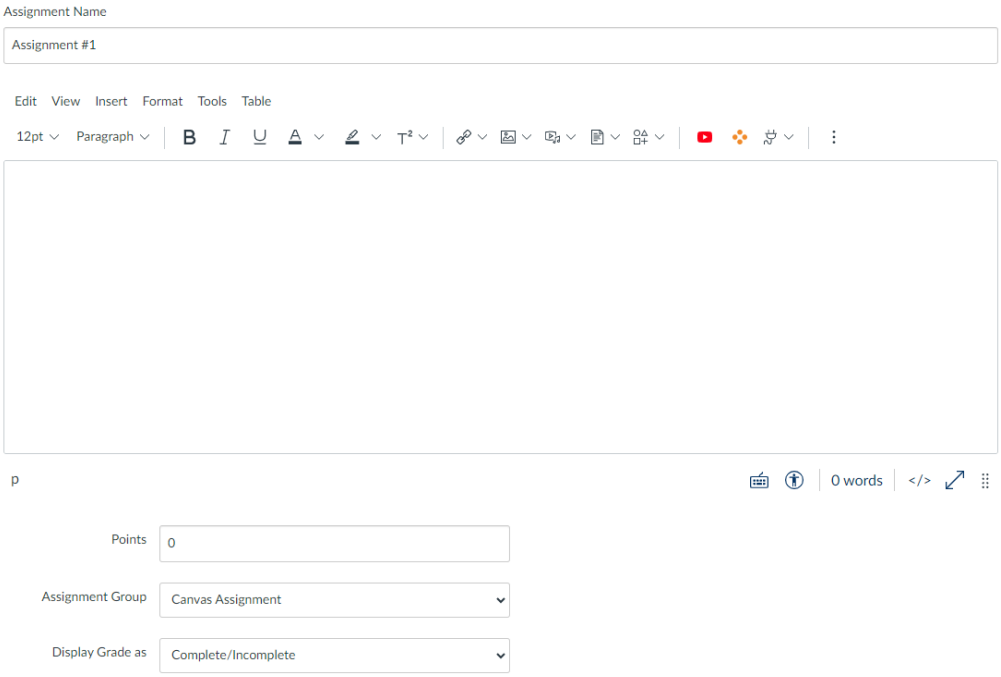
7. Select **Entry Option**
8. Select **Save & Publish** or **Save**
    1. Save & Publish-Available to students enrolled in the course
    2. Save-Continue working on an assignment before publishing for students to view

Option 2:

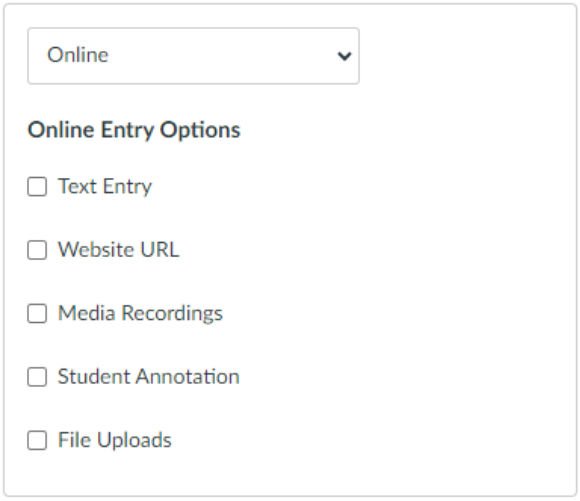


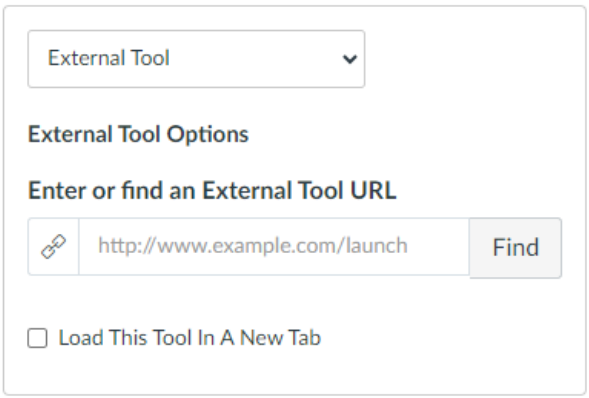
1. Select **Assignments** on the left column
2. Select add **Assignment** button

3. Add **Assignment Details**



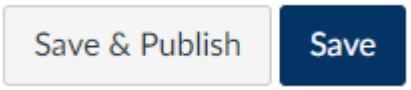
4. Locate **Submission Type**
    1. Select **No Submission, Online, On Paper, or External Tool**

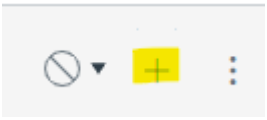


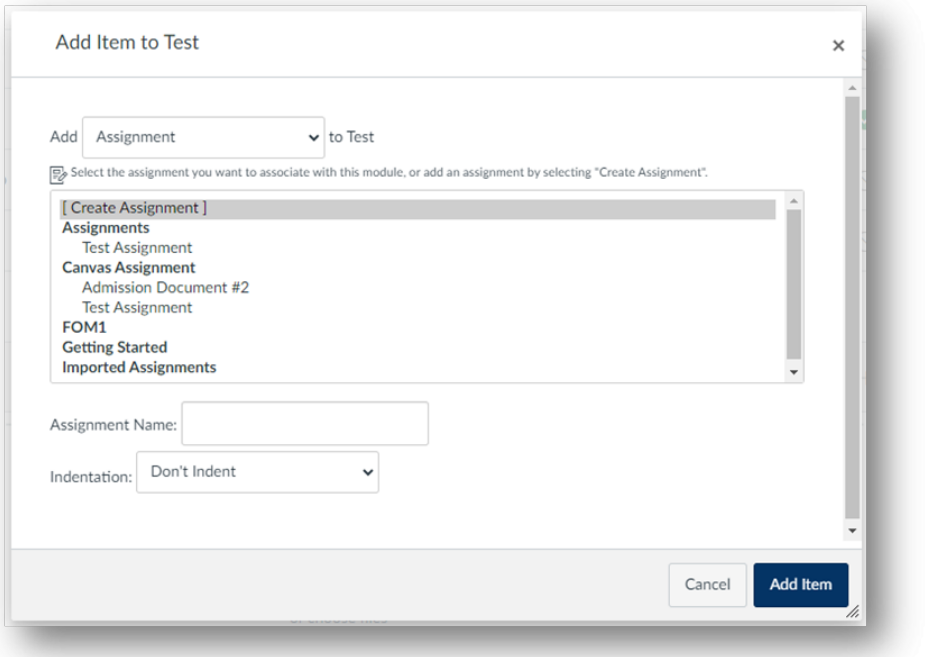


5. Select **Entry Option**

6. Select **Save & Publish** or **Save**



    1. **Save & Publish**-Available to students enrolled in the course
    2. **Save**-Continue working on assignment before publishing for students to view
7. Optional: add new assignment to a module
    1. Locate **Module** you want to add an assignment and select the plus sign 
    2. Select **Assignment Name** and **Add Item**



- Tags
- assignment
- Canvas
- creating an assignment